



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
200 STOVALL STREET
ALEXANDRIA, VIRGINIA 22332-0442

AHRC-PDV-E

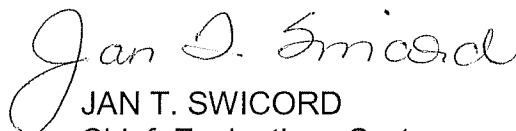
20 May 2008

MEMORANDUM FOR Chief, National Guard Bureau, Army National Guard Readiness Center, ATTN: NGB-ARP-C, 111 South George Mason Drive, Arlington, Virginia, 22204-1382

SUBJECT: Clarification to AR 623-3, Evaluation Reporting System, Paragraph 3-36, Referral Process

1. Due to technical advances within the past year rating officials now have more options with regards to the referral procedures for evaluations. With the use of the Form Wizard in the DA Form 67-9, released in September 2006, a rating official now has the ability to refer an OER electronically to the rated officer, vice the traditional methods of mailing a hard copy or emailing a scanned memorandum of referral. All three options support the existing regulatory requirement that reports be referred in writing in situations where the rated officer is unavailable for signature or geographically separated from the rating chain.
2. The point of contact is MAJ Patricia George at (703) 325-4144 (DSN: 221), email: patricia.george@conus.army.mil.

FOR THE COMMANDER:


JAN T. SWICORD
Chief, Evaluations System
Office